



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY SUPPORT ACTIVITY AREA III
UNIT #15716
APO AP 96271-5716

REPLY TO
ATTENTION OF:

EANC-HG-RM (100)

17 July 2002

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: US Army Support Activity Area III Policy Memorandum #32, Temporary Duty Travel (TDY)

1. This policy **supersedes** USASA AIII Policy Memo #32, SAB, dated **30 May 2000**.
2. **Major References:**
 - a. AR 600-8-105 w/19th TSC Supplement, 28 Nov 94.
 - b. EUSA Supplement to AR 600-8-105, 9 Dec 96.
 - c. USFK Regulation 37-106, Travel Policies and procedures, 3 Dec 96.
 - d. USFK TDY Travel Primer, 30 Apr 97.
 - e. 19th TSC Memo, Out of Country TDY Approval Authority, 1 May 98.
 - f. Joint Federal Travel Regulation (JFTR) Volume I.
 - g. Joint Travel Regulations (JTR) Volume II.
3. **Minor References:**
 - a. USFK Regulation 37-4, Per Diem for KN (Korean National) Travelers, 9 Oct 96.
 - b. 19th TSC Memo, EANC-GC, Temporary Duty Procedures within the 19th TSC, 7 May 96.
 - c. 19th TSC Memo, EANC-GC, Travel Policies and Procedures on Western-style Lodging for Korean Nationals While in a TDY Status, 8 Aug 98.
 - d. USASA Area III Policy Memo #23, EANC-HG-RM, USASA Area III, Entitlement to Per Diem Within the Local Commuting Area, 12 Aug 98.
 - e. 19th TSC Memo, EANC-GC-FMS, Temporary Duty Management, 7 Oct 97.

EANC-HG-RM

SUBJECT: US Army Support Activity Area III Policy Memorandum #32, Temporary Duty Travel (TDY)

f. Memo, 19th TSC, EANC-GC, 26 Feb 97 and 29 Jul 97, subject: Out of Country Temporary Duty (TDY).

g. Memo, 19th TSC, EANC-GC, 18 Sep 97, subject: Control of Travel Policies and Procedures.

h. Memo, 19th TSC, ENC-GC-PB, 14 Nov 97, subject: Ways to Conserve Travel Dollars.

4. **Purpose:** To delineate the temporary duty travel policy of Headquarters, US Army Support Activity (USASA) Area III.

5. **“Variation authorized”** may only be checked manually by the Approving or Authorizing Official (defined in the USASA Area III Management Authority Policy Memo) and should not be included by the requester. Any travel order with variation authorized checked, must be accompanied by a detailed written justification.

6. **Staff Principals and Other Managers will:**

a. Prepare and closely follow an Annual Travel Plan. If an un-programmed trip becomes necessary, a request for trade-off (giving up a planned trip in exchange) must be submitted to DRM.

b. Carefully review all requests for TDY to ensure the travel is mission essential and will be performed in the most cost-effective manner. The purpose of this review is to maximize the benefit received by both the U.S. Army and USASA Area III from the use of limited travel funds. High cost options, such as rental cars, must be fully justified based on essential requirements at the TDY site. All meetings are to start, according to EUSA regulation, late enough for all participants to travel to the TDY location in the morning so that travel the day prior for in-country meetings can be forbidden. If at all possible, meetings are also to permit the traveler to return home the same day. In the event of a conference or other multiple-day event, it is to start late enough for travel to the event on the first day and end early enough to permit travel home on the last day. The purpose is to limit overnight stays and per diem at government expense. Per diem is not authorized in the local commuting area as defined in USASA Area III Policy Memo # 23.

c. Never permit total TDY travel expenses to exceed authorized spending for their organization.

d. Encourage travelers to use the most cost effective method of transportation. In most instances, reimbursement for the POV mileage is more costly than travel by bus or train.

e. However, the use of government non-tactical vehicle (NTV) is generally more expensive than POV reimbursement.

EANC-HG-RM

SUBJECT: US Army Support Activity Area III Policy Memorandum #32, Temporary Duty Travel (TDY)

f. When travel by train is warranted, travelers must use their travel orders to procure rail tickets. If train tickets are procured in this manner, the host nation covers the ticket cost. Personally procured train tickets are normally not reimbursable.

g. Submit reviewed DD Form 1610, Request and Authorization for TDY Travel for DoD Personnel, or an ITO (Invitational Travel Order) for KATUSA personnel to DRM at least one week (five working days) prior to departure. It is important that DRM have sufficient time to obtain all the necessary approvals, particularly for out of country TDY travel which requires the approval of not only the Unit Commander but also the approval of the Chief of Staff, 19th TSC. (Approval requirements and authority is detailed in the USASA Area III Management Authority Policy Memorandum.) Instructions and examples for completing DD Form 1610 are included with this memorandum.

h. Reviewing for accuracy and reasonableness all travel claim vouchers, DD Form 1351-2, submitted by subordinates before signing and forwarding to DRM.

(1) Vouchers must be completely filled out and have all supporting documentation attached. Some problem areas in the past have been: Omission of the time and or/date of departure and arrival at each duty location, the mode(s) of travel, any special or itemized expense claims not included in orders. Each DD Form 1351-2 must be reviewed and signed by the major activity Directorate before being sent to FA) (Finance and Accounting Office for payment.

(2) When thoroughly reviewed, the voucher must be signed by the reviewer. In the upper right hand corner, the words "reviewed by" must be printed or typed followed by a signature (not initials) over the signers printed or typed full name.

(3) **The traveler is to provide a copy of each paid travel voucher to DRM within five days of receipt.**

7. **POC for this policy is the Director of DRM at 753-6099.**

Michael D. Clay 17 Jul 02
MICHAEL D. CLAY
COL, IN
Commanding

DISTRIBUTION:
A&B